

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: January 25, 2016  
Time: 4:00 p.m.  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

Present: Robert Brown, Bruce Caple, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James VanderRoest, and Valerie Wright

Absent: None.

**CALL TO ORDER:**

President Caple called the meeting to order at 4:00 p.m.

**ELECTION OF OFFICERS:**

President Caple invited L. Godfrey, chair of the nominating committee for board officers for 2016-2017, to present the following slate of officers, first presented at the December 2015 meeting.

Recommendation:      Bruce Caple, President  
                                 Valerie Wright, Vice President  
                                 James E. VanderRoest, Treasurer  
                                 Kerria Randolph, Secretary

Hearing no further suggestions, President Caple closed the nominations.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATION COMMITTEE FOR 2016-2017.

MOTION CARRIED 7-0.

**AGENDA APPROVAL:**

The agenda was approved.

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**I.      RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

No recognitions, resolutions, or communications.

**II.     PERSONS REQUESTING TO ADDRESS THE BOARD**

Asha Khazad, 1103 N Prairie Ave #2. A. Khazad stated he was in the process of changing his name to 'Nehemiah' and that he was temporarily living at the Oakland House on Oakland Drive. He stated his appreciation for the library and the opportunity to address the board. He said that he had recently been hospitalized for an extended time on a trip out east. Upon his return, he discovered he had been evicted from his apartment and his possessions, along with a number of library materials, had been disposed of. The cost of the lost fees associated with the library materials totaled approximately \$747.00. He was informed that due to the circumstances surrounding the disposal of the materials, the fines would be dropped. He thanked the board

and staff of Kalamazoo Public Library for this consideration.

**III. CONSENT CALENDAR**

- A. *Minutes of the Meeting of December 14, 2015*
- B. *Personnel Items*

**IV. FINANCIAL REPORTS**

- A. *Financial Reports for the Months Ending December 31, 2015*

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the months ending December 31, 2015.

Discussion: Director Rohrbaugh called trustees' attention to a \$6,500 donation from the Patton family, which will be added to the existing account which supports the Clarence L. Miller Family Local History Room. Additionally, the library received approximately \$1,200 in 'end of year' gifts from various individuals.

J. VanderRoest asked whether it seemed annual donations had declined following the elimination of the tax credit associated with gifts to the library. Director Rohrbaugh reported no notable difference in donations.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING DECEMBER 31, 2015.

MOTION CARRIED 7-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

- A. *Revised CIP Budget*

Recommendation: Director Rohrbaugh recommended board approval of the Capital Improvement Plan for the three years ending June 30, 2018.

Executive Summary: For this revision of the Capital Improvement Plan, the three-year budget range has been extended to include fiscal year 2017-2018 and in so doing creates variances that are primarily due to the extension and the carryover from fiscal year 2014-2015. Project and unallocated reserves carried forward total \$672,676.

Additions to fiscal year 2015-2016 budget allocations include beginning the planning for renovations of Central library public restrooms; Oshtemo building and refurbishment projects including the information desk; consolidation of the generators for Central, Oshtemo, and Eastwood; an Eastwood dropped ceiling project; public photocopiers for Eastwood, Powell, and Washington Square including the purchase of Envisionware "pay ware" terminal interfaces; and the purchase of two cell phone charging stations with the \$5,000 gift from the Wong Foundation.

Also included are specific budget allocation recommendations for the next fiscal year (2016-2017) for the Washington Square attic; the remainder of all Central Louvers on Air Handling Units; and the computer replacement allocation.

The Capital Improvement Plan has been reviewed and is recommended for approval by the Finance and Budget Committee.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO APPROVE THE CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 30, 2018.

Discussion: Director Rohrbaugh stated it was likely she would bring a revised General Fund Budget to the Board of Trustees meeting in March.

MOTION CARRIED 7-0.

*B. Contract with KRESA*

Recommendation: Director Rohrbaugh recommended board approval of the attached five-month contract, February through June, with KRESA to host our servers at a cost of \$15,000.

Executive Summary: As board members are aware, we have been talking with KRESA about hosting our servers. We are now ready to make that move. Attachment A to the contract outlines the specific services of virtual server hosting.

This five month contract through June 30, is a short term contract so we can begin July 1 with an annual contract aligned with our fiscal year. We would expect the cost going forward to 2016-2017 to be about the same at \$1,200 per server per year. We expect they will be hosting thirty servers for us.

As a non-profit, the cost is divided among all those who have contracted with KRESA. As more institutions contract with them, the cost should decrease until additional space or staff are needed. The cost would then reset, so to speak.

Our connection to KRESA will be by way of Charter until there is a direct fiber connection available.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE ATTACHED FIVE-MONTH CONTRACT, FEBRUARY THROUGH JUNE, WITH KRESA TO HOST OUR SERVERS AT A COST OF \$15,000.

Discussion: J. VanderRoest suggested the record reflect that this recommendation was brought to the Finance and Budget Committee for approval prior to the meeting.

President Caple asked whether the library had received any language regarding the contract extensions beginning in July. Director Rohrbaugh stated she expects the rate per server will remain approximately the same. The current rate is \$1,200 per server and we expect KRESA will host 30 servers for the library. That rate would decrease in the event that they attract more customers, or increase if they needed to purchase additional hardware or staff. L. Godfrey asked whether that was reflected in the contract. Director Rohrbaugh said it was not.

President Caple asked how far in advance we could expect to have language. Director Rohrbaugh asked Kevin King and Wendy Hand if they could elaborate. K. King stated he imagined the contract language would probably not be fully determined until close to the end of the five-month contract, but he does not anticipate any surprises. L. Godfrey stated it was her understanding the conversation is ongoing, and there have been certain non-binding agreements discussed. K. King and Director Rohrbaugh agreed that was the case.

President Caple then asked what the contract period for the intermediary fiber-optic connection with Charter Communications would be. K. King stated he is seeking a one-year agreement. C. TenBrink inquired as to the costs of that connection. K. King stated that was an ongoing cost which would be subject to e-rate discounts. W. Hand stated for the first five months, it could be as much as \$1,800 per month, but after July, the e-rate will become effective and the discount could be as much as 80%. C. TenBrink asked if we had the specifics of the e-rate discount in writing. K. King and W. Hand stated that was the case.

V. Wright asked who else has a contract with KRESA for server hosting. K. King stated many area school districts rely on KRESA for server hosting. He added that KPL would be the first public library.

President Caple asked for clarification regarding the expiration date, if any, of the e-rate discount. K. King stated e-rate is in a constant state of flux. He said KPL's internet contract with Charter Communications expire in May. The e-rate discount on phone connections changes each year, beginning at a 60% e-rate discount and moving to 40% next year. E-rate is being modified to phase out phone support and provide better support for internet access and hardware. President Caple stated his thought regarding the expiration of e-rate was in relation to the phasing out of phone support.

#### MOTION CARRIED 7-0.

#### REPORTS:

##### *C. Snowmelt Planning*

Report: Director Rohrbaugh began by stating she had initially thought to bring this item to the meeting as a recommendation, but instead is simply reporting on progress to date. In December trustees approved funding for a plan that would yield the probable construction costs for three different lengths of a snowmelt system. The costs were received and shared with the Finance and Budget Committee. It was determined the estimated costs were significantly higher than we had expected.

Director Rohrbaugh continued, saying she told Steve Deisler of Downtown Kalamazoo Incorporated it seemed unlikely that construction of snowmelt would be recommended to the board. She stated he expressed his surprise at the quoted costs and offered to look and determine if the project could be "value-engineered". Director Rohrbaugh encouraged him to do so, and said he will likely discuss the project with engineers from the City of Kalamazoo.

Discussion: L. Godfrey stated her satisfaction with the current methods of removing snow from the sidewalks and entry-ways at Central Library. V. Wright asked for the quoted cost for

construction of snowmelt that would extend all the way to Lovell Street. Director Rohrbaugh stated it was estimated to be \$385,000.

President Caple assessed the projected costs for the projects to be orders of magnitude beyond the costs discussed during initial conversations with other interested parties. Director Rohrbaugh stated she believes it is possible that those parties had received significantly different quotes and could only speculate as to the reasons why that may have been the case.

K. Randolph asked for the quoted cost for the short version of the plan, which would run only to the bike racks on Rose St. Director Rohrbaugh stated that plan was estimated to be approximately \$227,000. She also reminded trustees that none of these quoted costs accounted for ongoing maintenance. Those projections were to be investigated by the City of Kalamazoo, and while she had not heard from them, she reported that she had not pursued them either since it seemed unlikely, given the other associated costs, we would move forward with plans to install snowmelt.

Disposition: Trustees thanked Director Rohrbaugh and S. Lindemann for their thorough investigation of snowmelt feasibility.

#### *D. Quarterly Strategic Planning Statistics*

Report: Director Rohrbaugh shared the strategic planning statistics from the second quarter of the 2015-2016 fiscal year. She began by drawing attention to a handful of specific items.

Item 1.4, which pertains to digital services for pre-kindergarten children, has only very recently begun to accrue data due to the loaning of iPads within the Children's Room.

Items 5.1 and 5.2 regarding the circulation of adult materials may have been too ambitious. She reminded trustees that library use in general seems to be down and this figure came as no surprise after having seen circulation figures from month to month.

Lastly, item 5.4 concerns the adult patron survey which was conducted this quarter. The results were included along with individual responses from patrons.

Discussion: President Caple asked whether staff have made any specific changes as a result of the survey responses or if staff have noticed certain trends which seem to demand attention. M. Cockrell stated he specifically pays attention to questions regarding programming and has noticed that patrons routinely report that they simply just don't have time to attend library programs regularly.

V. Wright asked whether there has been feedback regarding the circulation of iPads in the Children's Room. S. Warner responded that it seemed that the service has been appreciated. L. Godfrey asked if Youth Services staff knew how the iPads were being used. S. Warner stated that parents typically let their children use the iPads in the manner they see fit. Often young children simply bang on the device to learn its use.

President Caple asked if, since we count the visitors to the digital lab, whether we tally the amount of time that the workstations and equipment are being used. K. King stated the amount

of time logged into each workstation is tracked. President Caple expressed his interest in seeing that data.

Disposition: Trustees thanked Director Rohrbaugh for her report.

*E. Retreat with ARTT and Management Team – Kerria Randolph*

Report: K. Randolph began by explaining his appreciation and enjoyment of his affiliation with the library, both as a trustee and as a member of the Antiracism Transformation Team. Regarding the ARTT, he reminded trustees that the team is comprised of community members and library staff. The work conducted by the team is contentious by nature and he expressed his gratitude that so many are willing to engage and commit at the level they have.

Regarding the retreat, he stated there were three primary topics of discussion: Collection development, programming, and staffing. He described the overall feelings of the ARTT regarding the collections at KPL as generally positive, but not without room for improvement. Regarding programming, he reported his satisfaction with the 2016 Early Literacy Calendars and the diversity portrayed therein. Concerning staffing at the library, he expressed the team's satisfaction regarding the two African American librarians currently employed at KPL.

K. Randolph stated that following the retreat, Director Rohrbaugh attended the next ARTT meeting and expressed her concerns that the retreat did not seem to meet the expectations of all in attendance. He said the team agreed that her concerns were valid, and there were elements of the retreat which could have been more effective. He stated that he participated in a discussion regarding programming at KPL during the retreat which resulted in plans for ARTT members to investigate programming opportunities which may exist in the community.

He reiterated to trustees that they are always welcome to attend ARTT meetings and stressed the importance of one-on-one conversations, a regular function of their meetings.

Discussion: V. Wright asked for additional details regarding the composition of the group. K. Randolph stated that in addition to the previously mentioned parties, the event was facilitated by Crossroads and ERACCE. Director Rohrbaugh added that a number of librarians dedicated to collection development were in attendance as well.

President Caple asked K. Randolph for an overall assessment of how the ARTT views the library's current status on the path to becoming an antiracist organization. K. Randolph said he believes the team thinks that while the library could do quite a bit better, everyone on the team is very pleased with the library's commitment to the antiracism transformation process.

Disposition: Trustees thanked K. Randolph for his report.

*F. Legislative Update – Diane Schiller*

Report: D. Schiller began her report by providing an update on Senate Bill 571, recently passed by Governor Snyder. There have been two responses to his call for revision. The first is Senate Bill 703 which strikes the language regarding the sixty-day period during which government entities cannot currently provide information regarding a millage to their constituents. The

second is House Bill 5219, which was put forth by the author of Senate Bill 571. That bill would amend the initial bill to provide specific types of communications that would be unlawful under Senate Bill 571.

Discussion: L. Godfrey stated that it seemed as though House Bill 5219 was a direct response to Governor Snyder's request for a revision to Senate Bill 571, whereas Senate Bill 703 is a response to the bill itself.

Director Rohrbaugh reported the legislative committee of the Michigan Library Association believes an injunction may be coming in response to the bill. L. Godfrey asked whether the bill would be of concern to those in the MLA seeking election next year. Director Rohrbaugh said it certainly seemed so.

J. VanderRoest stated the Lansing School District has a large millage coming up this year and under the current provisions, they would have to cease discussing it on March 4<sup>th</sup>. He added that the most contentious language in Senate Bill 571 was added at the latest moment possible and it was not read by those legislators including Margaret O'Brien and Tanya Schuitmaker who voted for it. C. Tenbrink stated she had received solicitations from the Democratic party seeking donations in order to put a stop to the bill.

President Caple shared his concerns regarding a particular statement from the same state legislators several years earlier surrounding changes proposed to the Personal Property Tax, in which they claimed the proposed amendments constituted "...what they were told would work". He stated it seemed to be a telling statement regarding the degree to which state legislators are enabled to create legislation on their own. J. VanderRoest stated this was an example of the sort of legislation produced by the American Legislative Exchange Council (ALEC).

Disposition: Trustees thanked D. Schiller for her report.

## VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – Met to approve to the revised CIP and the contract with KRESA. Additionally, the committee reviewed the figures associated with the installation of snowmelt and concurred with library administrators that the system was too costly.
- B. *Personnel Committee* – No meeting.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director's Building Advisory Committee* – No meeting.

## VII. OTHER BUSINESS

- A. *Conflict of Interest Policy* – Director Rohrbaugh drew trustees' attention to the Conflict of Interest Statement which was provided to each board member at the beginning of the meeting. She said that it was the same statement completed by trustees in January of 2015, and has become an annual occurrence.

B. *Board Committees* – President Caple stated his decision to retain the committee roster from calendar year 2015 for use in 2016 and would communicate the specifics of that roster to trustees via email following the meeting.

C. *Director's Report*

Report: Director Rohrbaugh began by calling attention to an item regarding the winter sessions of 1, 2, 3, *Play with Me*, which upon reaching the end of term accounted for by the Family Place grant, the Youth Services department has decided to absorb and continue as a regular library program.

Concerning the *Global Reading Challenge* she stated this year we have a record number of teams at the onset of the competition.

She continued by drawing attention to an item regarding Kalamazoo Public Schools *Literacy Night*, during which approximately 35 library staff members will visit KPS elementary and middle schools in order to provide kids and families with library cards.

Director Rohrbaugh then stated our annual free tax preparation sessions will begin shortly. Christine Hann will be updating the website accordingly and ensuring the events run smoothly.

She then announced the purchase of the new KPL delivery vehicle, which is considerably larger than our previous van. It is equipped with a ramp and elevated ceiling which eliminates the need for staff to stoop. We believe it is large enough to eliminate the need to for multiple trips to branches.

Discussion: L. Godfrey asked whether the books for the *Global Reading Challenge* were listed on the website. Director Rohrbaugh indicated they were.

President Caple mentioned the Gary Sisters Foundation who donated \$4,000 for the purchase of books for the *Global Reading Challenge*, and inquired as to whether or not they were a local organization. Director Rohrbaugh stated they were local, and had made this donation for a number of years, which allows the schools to retain the books used in the *Global Reading Challenge* instead of needing to return them to the library.

J. VanderRoest asked for details regarding the disposal of the old delivery van. Director Rohrbaugh stated it was traded in as part of the purchase of the new vehicle. V. Wright asked where it was purchased. Director Rohrbaugh said it was purchased through the Seelye Auto Group.

L. Godfrey asked whether or not an article recently written by W. Hand on the topic of using Chromebases as library OPACs and published in the Library of Michigan *Dispatch* newsletter could be accessed. W. Hand stated it should be published next week. Director Rohrbaugh indicated it may be available through the website.

President Caple asked for additional details regarding a recent visit from a Professor of Social Work at Saginaw Valley State University. Director Rohrbaugh asked P. Jouppi if he could elaborate on the significance of that visit. He stated we were asked by Dr. Mark Geisler to put



together a focus group of KPL employees to discuss the library's policies regarding homeless individuals, library card eligibility policies, the nature of our partnerships with other community organizations with an emphasis on serving the homeless, and other relevant topics. He said he believed Dr. Geisler and his research assistant were impressed by the quality of our policies, the accessibility of library cards, our communication with other community entities, and particularly our leadership in the mitigation of bedbugs. President Caple asked what Dr. Geisler plans to do with the information gathered. P. Jouppi stated the goal of the study was to collect data from urban libraries in Michigan, generate an article to be published in relevant scholarly journals, and potentially present his findings at a future Michigan Library Association conference.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**IX. COMMENTS BY TRUSTEES**

- L. Godfrey said she had no comments.
- V. Wright thanked K. Randolph for his work with the Antiracism Transformation Team. She said she has been thinking about the quality of the antiracism trainings she has attended as a board member, and appreciates that the work was inherently difficult. She also stated she recently signed up for a one-year membership at the British Library and was thrilled to have had the opportunity to visit the institution. She said that access to specific materials was understandably very heavily regulated.
- C. TenBrink stated she would be away for the February meeting on a six week trip to Florida.
- K. Randolph had no comments.
- R. Brown had no comments.
- J. VanderRoest had no comments.
- President Caple thanked K. Randolph for his leadership with the ARTT, and reiterated the difficulty of the topics discussed by that body. He also thanked all members of the team for their ongoing work.

**X. EXECUTIVE SESSION**

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS THE DIRECTOR'S MIDYEAR REVIEW.

**Roll Call Vote:** L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:02 P.M.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

**Roll Call Vote:** L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to open session at 5:41 P.M.

**XI. ADJOURNMENT**

Hearing no objection, President Caple adjourned the meeting at 5:42 P.M.

**X** \_\_\_\_\_  
Kerria Randolph  
Secretary